



# VILLAGE OF MARVIN

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## PLANNING BOARD MEETING MINUTES September 16, 2020 – 6:30pm – Virtual Meeting

### AGENDA ITEM

**1. Call to Order**

Chairman John Jones called the meeting to order at 6:37pm.

**2. Determine Quorum**

Chairman Jones determined that a quorum is present.

**Present:** Chairman John Jones

**Present Virtually:** Vice-Chair Kelly Cates, Malinda Daniel, Kent Renner, Councilman Bob Marcolese (Council Liaison)

**Absent:** Paul Cappiello, Michael Lavelle, Mark Peterson

**Staff Present:** Rohit Ammanamanchi, Austin W. Yow

**3. Adoption of the Agenda**

**MOTION:** Malinda Daniel made a motion to adopt the agenda as presented. Vice-Chair Cates seconded the motion.

**VOTE:** The motion passed unanimously.

**4. Adoption of the Meeting Minutes for: 8/18/20**

**MOTION:** Chairman Jones made a motion to adopt the minutes from the 8/18/20. Malinda Daniel seconded the motion.

**VOTE:** The motion passed unanimously.

**5. Public Comment Period**

No comments were given.

### ITEMS OF DISCUSSION

**TIME STAMP 5:45**

**1. Discussion of Conditional Use Permit Application #20-12510: 3000 Rocky Hollow Drive, Pool in a Rear Yard that Abuts a Side Yard**

Rohit Ammanamanchi, Village Planner & Zoning Administrator, explained that the applicant plans to perform more than enough landscaping to satisfy the 95% opacity requirement. The pool is over 62 feet from the affected side yard.

The Planning Board, by unanimous consent, allowed the applicant, **Nabil Ahmad, 3000 Rocky Hollow Drive**, to speak: He stated he has verbal consent from the side-yard neighbor, as well as from other neighbors. All affected neighbors signed an HOA application to show their consent. He confirmed his plans to install additional screening.

The Planning Board, by unanimous consent, allowed the contractor, **Forrest Alderman**, to speak: He also confirmed that no neighbors objected to the construction of the pool and all HOA expectations have been met.

The applicant stated a fence will be put into place. Mr. Ammanamanchi asked the applicant to submit the landscape plan to show the fence before the October 13 Village Council regular meeting.

**MOTION:** Malinda Daniel made a motion to approve the application with the condition to add fencing to the landscape plan. Kent Renner seconded the motion.

**VOTE:** The motion passed unanimously.

**TIME STAMP 13:25**

**2. Discussion of Conditional Use Permit Application #20-12513: 3405 Banyan Way, Pool in a Rear Yard that Abuts a Side Yard**

Mr. Ammanamanchi explained that the proposed pool would be 244 feet from the side yard. The applicant plans to install a fence

and tree screening around the proposed pool to satisfy the 95% opacity requirement. No additional conditions were mandated.

The Planning Board, by unanimous consent, allowed the contractor for the applicant at 3405 Banyan Way, **Mike Stone**, to speak: He stated that the boundary of the side yard neighbor is entirely wooded and that you cannot see through the trees. He reiterated his intention to install a fence and tree screening around the proposed pool.

**MOTION:** Vice-Chair Cates made a motion to approve the CUP as written. Kent Renner seconded the motion.

**VOTE:** The motion passed unanimously.

**TIME STAMP 18:00**

**3. Discussion and Final Recommendation of 2020 Land Use Plan**

Mr. Ammanamanchi discussed the final draft of the 2020 Land Use Plan with the Planning Board. Considering comments received the Council's Town Hall Meeting on September 15, he suggested a few minor revisions. The Planning Board provided feedback and the Board decided the revisions were not necessary. The Board also discussed revisions to the Future Land Use Map but decided not to change the map.

**MOTION:** Vice-Chair Cates made a motion to approve the 2020 Land Use Plan, contingent upon receiving no negative comments from the absent Planning Board Members. Chairman Jones seconded the motion.

**VOTE:** The motion passed unanimously.

**TIME STAMP 46:50**

**4. Discussion of Naming Village Center District**

Mr. Ammanamanchi explained the need to rename the Village Center District as the Marvin Heritage District, as the name "Village Center District" is prototype name that simply states where the District is located. Council Liaison Marcolese will bring up this subject at the September 24 Council Work Session.

The Planning Board unanimously agreed to recommend naming the Village Center District as the Marvin Heritage District.

**TIME STAMP 55:10**

**5. Discussion of CPNI/NCGrowth Report and Recommended Actions**

Mr. Ammanamanchi asked the Planning Board to discuss the report's various recommendations and identify 3-5 of the most important recommendations for the Village Council to consider. The Planning Board agreed to table this item so members may have more time to review the report.

**MOTION:** Vice-Chair Cates made a motion to table this item until the next Planning Board Meeting. Malinda Daniel seconded the motion.

**VOTE:** The motion passed unanimously.

The Planning Board briefly inquired about and discussed the function and responsibilities of the Village Center District Strategic Plan Committee.

**MOTION:** Chairman Jones made a motion for a five-minute recess.

**VOTE:** The motion passed unanimously.

*[Recording Pauses for Recess]*

Chairman Jones reconvened the meeting at 7:53pm.

**TIME STAMP 1:11:00**

**6. Discussion of Zoning District Types for the Village Center District**

Mr. Ammanamanchi led an introductory discussion of the types of zoning districts that could be considered for the Village Center District. The Planning Board will discuss this topic further at future meetings. The Board discussed choosing a zoning district to better guide the Village Center District Strategic Plan Committee. The Planning Board agreed to choose a zoning type at the October 20 Planning Board Meeting so the full Planning Board may contribute to the discussion.

**TIME STAMP 1:32:10**

**7. Discussion of Detailed Village Center Timeline**

Mr. Ammanamanchi briefed the Planning Board on the proposed timeline for the Village Center District. This timeline will be considered by the Village Council at their September 24 Work Session.

## AGENDA ITEMS

TIME STAMP 1:46:15

### 1. Review of Action Items

- Staff will research the roles and responsibilities of the Village Center District Strategic Plan Committee.
- Staff will contact the absent Planning Board members about final comments on the Land Use Plan.
- Mr. Ammanamanchi will add "Discussion and Consideration of Zoning Type for Village Center District" to the next Planning Board meeting agenda.
- Mr. Ammanamanchi will add "Discussion of Village Center District Parameters to Provide to Economic Consultant" to the next Planning Board meeting agenda.
- Mr. Ammanamanchi will ask DFI about market factors.

TIME STAMP 1:48:55

### 2. Board Member Comments

**Chairman John Jones:** He wished the full Board could have attended, but that he was happy with the progress being made.

**Vice-Chairwoman Kelly Cates:** She thanked Mr. Ammanamanchi for his hard work, especially about the zoning districts. She asked staff to consolidate emails to Planning Board members.

**Malinda Daniel:** She thanked Mr. Ammanamanchi for working with her as she gets accustomed to being on the Planning Board.

**Kent Renner:** He stated he is interested to see how the new committee will interact with the Planning Board and Council. He stated he has a lot to learn and catch up on.

**Council Liaison Marcolese:** He thanked and stated that he appreciated the work of the Planning Board. He thanked Mr. Ammanamanchi for his efforts on ongoing projects. He discussed the rationale behind naming the Village Center District as the Marvin Heritage District. He lamented that the public is not informed on the Village's projects, but that the new communications are making a difference.

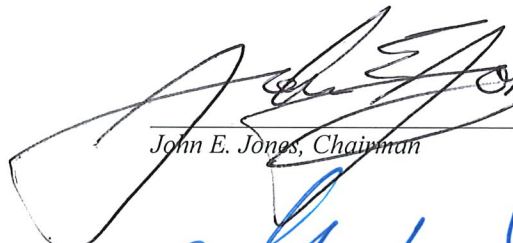
## ADJOURNMENT


**MOTION:** Vice-Chair Cates made a motion to adjourn the meeting at 8:39pm. Malinda Daniel seconded the motion.

**VOTE:** The motion passed unanimously.

Adopted: 10-20-20



  
John E. Jones, Chairman

  
Austin W. Yow  
Village Clerk & Assistant to the Administrator  
Village of Marvin